

S-E-C-R-E-T

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MEMORANDUM FOR: Chief, Plans and Policy Staff

17 January 1957

SUBJECT: Weekly Activities Report #3
10 January through 17 January 1957

1. SIGNIFICANT ITEMS - None.

2. OTHER ACTIVITIES

a. CIA Orientation Officer

(1) On Monday, 10 January, the CIA Introduction program was conducted for [] people.

(2) The CIA Review was held for [] overseas returnees on 10 January.

Document No. **3**
No Change in Class. ☐
☐ Rejected
Class. Change To: TS S G
Auth: MR 15-2
Date: **3-10-78** By: **35**

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b. Intelligence Orientation

(1) The first week of Intelligence Orientation #5 ended on Friday, 11 January. The student body has remained surprisingly affable in spite of the shortage of heat in the Auditorium.

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(2) On 14 January [] began the presentation of a special Writing Workshop for the Office of Communications at []

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(3) All of the display material used in the Intelligence Products Exhibit has been photographed. Copies of appropriate photographs will be sent to the exhibitors for their records and for use as a basis for revision of the exhibits as necessary.

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c. Management Training

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(1) The Management (Special) presentation for FE is now in its second week. [] members of the FE Division are attending.

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(2) [] students are now enrolled for Basic Management #31, scheduled to begin 22 January.

d. Intelligence Training

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(1) Mr. Clarke of GBI has been working on a problem in the production of National Intelligence Surveys for use in Intelligence Techniques. He expects to have the material assembled by 25 January, at which time [] will discuss the problem with him.

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e. Administrative Training

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[] met with [] Logistics Area Records Officer, concerning preparation of the special Cable and Dispatch training, which will be presented on 16, 17, and 18 January to [] secretaries and stenographers of the Office of Logistics.

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f. Reading Improvement

(1) [] contacted [] ONE, and [] OCR, regarding the readability survey. [] does not approve of the survey but he will cooperate; expressed doubt as to the value of the survey.

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(2) [] attended a meeting of the Washington Adult Reading Improvement Association on Tuesday, 15 January. The program included a talk by Mr. Stanford Taylor, President of Educational Development Laboratories.

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g. Instructor Training

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(1) [] is working with [] and members of his staff on the compilation of color slides which will show the RI records problem. Another set of slides is being planned to show a solution.

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h. Clerical Training

(1) During the week of 7 January there were [] people in Clerical Induction Training and [] people in Clerical Orientation.

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(2) The results of the official Agency tests administered by Clerical Induction to entrance-on-duty employees for the week of 7 January were as follows: Of [] people tested in shorthand, none qualified; of [] people tested in typewriting, [] qualified.

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(3) On 12 January [] met with the Clerical Recruitment Branch of the Personnel Procurement Division at its semi-annual briefing of the field clerical recruiters. She discussed the Clerical Training offerings with special emphasis on training in shorthand and typewriting. At this meeting [] praised the OPR Bulletin and expressed the desire that the Office of Personnel have a similar magazine within that Office.

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(4) [] introduced [] at the Clerical Training staff meeting on 9 January.

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i. Visual Aids Staff

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The weekly activities report of VAS is attached.

3. PERSONNEL NOTES

a. [] who has been a senior editor in the Economic Area of OPR, reported for duty on 15 January.

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b. [] became [] on Saturday, 12 January. She will be on leave until 4 February.

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[]
Acting Chief, Intelligence School

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